



**Agency Records Disposition Schedule**

Department: Department of Corrections

Section: Institution

Division: Division of Adult Institutions

Sub-Section: Training

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**TITLE:** Staff Training File

**CUTOFF:** Separation of Employment

**DESCRIPTION:** New staff training completion letter and test scores, new staff orientation and on-the-job training forms, requests for training (both inservice and outside training; approved or denied), outside training evaluations, copy of annual training record (generated from Training Management System), proficiency tests, credentials for institutional training officers and adjunct trainers.

**RETENTION:** Years: 30 Months: 0 Days: 0

**NOTES:** Maintain onsite for 2 years and then transfer to State Records Center.

**DISPOSITION ACTION:** Destroy

**SERIES:** 21742

**SERIES STATUS:** Approved

**APPROVAL DATE:**

12/17/2008

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